

# **LANDMARK THEATRES LTD**

**Landmark Theatres Ltd  
Job Description**

**Theatre Technical Manager**

## **Theatre Technical Manager**

### **Job description**

<b>Job Title:</b>	Technical Manager
<b>Responsible to:</b>	General Manager
<b>Place of Work:</b>	Peterborough Theatres
<b>Hours of Work:</b>	40 hours a week, including some evening and weekends
<b>Salary:</b>	£32k - £35k
<b>Contract:</b>	Permanent Contract
<b>Pension:</b>	Company Pension Scheme available
<b>Probation:</b>	6 months and 6 months' notice
<b>Start Date:</b>	As soon as possible

### **About Landmark Theatres:**

**LANDMARK THEATRES** is a community embedded National organisation designed to deliver the highest quality theatre to the widest possible demographic in the least culturally engaged places in England.

The idea for Landmark Theatre Ltd was born before the pandemic, which has served to make it more urgent. The theatres, some of whom have previously been closed or in difficulty under previous administrations, have been through a transformation over the past 2 years. Previously named Selladoor Venues, Landmark Theatres is now moving forward with an ambitious new model for operating. We are building a new producing theatre organisation outside London – for the first time in a generation. This community embedded new national organisation is designed to deliver the highest quality theatre by for and with the widest demographic in the least engaged places in England. Funding from Arts Council is a great vote of confidence in our potential to deliver to areas previously underinvested in culturally.

We are headquartered at the Queen's Theatre, 100 Boutport Street Barnstaple and currently we work in North Devon and in Peterborough. We look forward to working with our national, regional, and local partners and most of all with the artists and communities in our places – to deliver measurable economic benefit, improve health and well-being and first and foremost to empower talent and create and curate exceptional work.

The Arts Council's investment of £3million over the next three years will ensure that Landmark Theatres can deliver an ambitious artistic mission, driving quality work, inspiring, and developing new talent for and with the audience we serve across North Devon and Peterborough.

This is an organisation with the huge ambition necessary to tackle disproportionality.

The business will complete transitioning to a charitable company to coincide with the negotiation of our funding agreement with ACE. The company has strong foundations in generating income as commercially driven businesses, driving trade and strong attendance. But newly found relationships with key stakeholders such as the Arts Council England have broadened the companies' ambitions against their Let's Create Strategy.

Landmark Theatres Ltd is committed to being a diverse and inclusive organisation and we are keen to make our workforce more representative of different backgrounds and experiences of the communities we serve. We work to remove barriers and pride ourselves on giving opportunities to people from all walks of life and all class backgrounds. We welcome applications from people who are under-represented in our organisation. These include those who identify as LGBTQIA+, D/Ddeaf, disabled, those who are early in their careers or come from groups who experience racial inequality.

We are committed to protecting the privacy and security of your personal information. If you would like to see a copy of our privacy notice please write to [karen.harding@selladoorvenues.com](mailto:karen.harding@selladoorvenues.com)

Landmark Theatres Ltd is committed to safeguarding the welfare of participants and partners. Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013).

### **About the Role**

This is an opportunity for an outstanding Technical Manager to join the Senior Management Team in Peterborough at a time of exceptional development and change. The Technical Manager will be responsible for the day to day technical and facility management of both the Key Theatre & New Theatre in Peterborough and ensure the safe presentation of all productions, hires & events in our venues. The Technical Manager will be responsible for a team of 5 which will include the Deputy Technical Manager, Senior Technician & 3 Technicians. They will espouse the values of the organisation and through effective leadership will set the expectations through their team to deliver the vision of Landmark Theatres. The Technical Manager will take great pride in what they do, ensuring the highest levels of customer care, housekeeping and always ensuring a safe and compliant environments at all times.

## **Purpose & Responsibilities of the Role:**

The following section is intended to list the key competencies and responsibilities of the role but is not intended to be exhaustive.

### Key Responsibilities

#### Main Duties

- Responsible for the technical requirements of the Front of House, Stage and Backstage areas of our venues, ensuring a safe operation for staff and visiting companies, artists, technicians and associated personnel at all times.
- Be the point of contact for all technical enquiries
- To lead on the provision of technical support for Landmark Theatres produced work
- Provide welcoming, professional, high standard technical support, supervision and guidance for all companies, hires and events in our venues
- To pre-manage and ensure the production of all shows by producing a Technical Schedule for each event and show in accordance with the event's production specification, including the provision of staff, equipment, facilities and resource and to liaise with visiting companies, promoters, producers and hirers on providing relevant services.
- Ensure the successful presentation of all shows and events within the venue ensuring the highest possible standards are maintained for visiting companies and the customer.
- Provide support for all productions including community based programming, by advising on Technical requirements and ensuring the best presentation outcomes
- To manage, train and develop the technical team which is fit for purpose to undertake all technical tasks required by the organisation
- Ensuring technical requirements are understood and implemented, in particular that deadlines are met, and there is efficient communication with visiting companies and requirements are conveyed to relevant departments
- Be pro-active in your approach to problem solving and have a 'can-do' attitude.
- Align your work ethic with our Equality, Diversity and Inclusivity policy and proactively support and nurture the companies Talent Development Pathway project.
- To promote good working practices and maintain high production values, ensuring a communicative and collaborative working environment is maintained within the team and across the organisation
- A brand ambassador for the theatre as well as Landmark Theatres and act as a Duty Manager as and when required.

#### Operational

- Gain an understanding of our buildings and all their capabilities – in production lighting, sound, relays, video and cabling and as a building the air handling, alarms, lift, etc.
- To work on the maintenance and upkeep of the building, keeping records to ensure regular maintenance checks are carried out in line with external contractors.
- Plan maintenance programmes at both of our theatres ensuring longevity of equipment and to minimise disruption through effective venue preparedness
- Work with GM to understand technical improvements required in our theatres by identifying areas of work and providing costs as appropriate
- Be proactive in addressing housekeeping issues, and take personal pride in ensuring that these are presented at the highest of levels
- Completing effective rota's for staff and compiling timesheets for payroll processing
- Undertake administrative responsibilities associated with the fulfilment of the role
- Recruit, supervise and develop Technical staff so they are supported throughout their time with Landmark Theatres, undertaking project work, training and addressing training needs where appropriate. Through the development of SMART plans and effective succession planning, all technical staff will be provided with opportunities to learn and grow.
- At times you will be expected to work as Duty Tech as required and available for get in's & get outs (either relating to planned or unplanned staff absence)
- Manage theatres inventory ensuring all technical theatre equipment is properly maintained, up to date, in good working order and regularly tested, including PAT and other testing. Be responsible for ordering replacement equipment, stock and develop an overview of future technical requirements

### **Health & Safety**

- Ensure relevant legal obligations are met at all times by staff and visiting companies in accordance with the companies Health & Safety Policy and to produce local H&S.
- To ensure that all get-in, fit-ups and get-out regulations are adhered to, Health & Safety check sheets are accurately completed and truck loading plans are in place.
- Informing visiting companies of the H & S and Fire evacuation procedures and providing relevant information regarding venue housekeeping and information
- Work with the GM and keep them suitably informed to ensure that H & S, and environmental factors within the theatres are managed effectively
- To act as the theatres H & S Manager and be responsible for theatre risk assessments including but not limited to; fire, stage, lighting, sound, in house productions and touring companies and all task associated, ensuring that all hazards are identified, controlled by appropriate measures and communicated to all relevant staff and third parties

- Ensuring that all visiting companies provide suitable and sufficient risk assessments and that hazards identified in those assessments are communicated to all relevant staff and visitors
- Ensuring that all technical staff have suitable training and induction as well as annual refresher training as appropriate. These should be documented and filed with GDPR requirements
- To carry out and maintain all relevant safety operation tasks, including risk assessments, PAT and other testing, theatre equipment maintenance and inventory.
- To ensure statutory checks and inspections are completed in line with expectations, and that weekly / monthly checks are completed for fire alarms, emergency lighting, lighting, general plumbing and firefighting equipment.
- To ensure all relevant staff and volunteers are trained in manual handling, first aid, fire marshalling and fire/evacuation procedures.
- To ensure that the venues meets Fire Risk Assessment requirements and to oversee the annual Fire Risk Assessment and ensure all action points are completed within agreed timescales
- To be fully conversant with Construction (Design and Maintenance) Regulations 2015 and the application of these regulations in a technical theatre environment.
- To oversee the servicing arrangements including, but not restricted to, LOLER inspections, periodic electrical inspections in production areas, the provision of PPE equipment and the documentation of COSHH
- To be part of the First Aider pool (training will be provided)

## **Financial**

- Maximise revenue from the effective use of staff and services by way of recharges and service charges, ensuring the best possible practice at all times, including the accountability and regular review and monitoring of income and expenditure and liaison with third party users.
- To be responsible for and manage the designated production department budget.

## **Other**

- Maintain the security and confidentiality status of all information as designated, and to conduct all activities in a professional manner at all times.
- To undertake any other reasonable responsibilities as directed by the General Manager and when required

## **Person Specification:**

### Relevant Experience & Knowledge

- A broad based knowledge of and practice in all technical areas of theatre.
- At least 4 years' relevant experience as a technician in a senior role.
- Experience of maintaining all production related equipment and systems.
- Experience and knowledge of Technical Theatre Health & Safety standards and procedures, including producing, amending, monitoring production safety issues and risk assessments.
- Experience in a producing house.
- Experience of building management.

### Skills & Abilities

- Proven skills and experience of managing staff and staffing issues with the ability to inspire a team
- Excellent organisational, interpersonal and communication skills.
- Ability to work well under pressure.
- Financial planning and budgeting skills.
- Programming of ETC consoles.
- Experience of DiGiCo ranges of digital sound desks.
- Proven experience with Logic, QLab.
- Experience in working with digital film projectors (Desirable)
- Experience of CAD.
- Carpentry or Stage Carpentry qualification (Desirable)
- Accredited qualifications in technical theatre (Desirable)

### Personality

- Able to work with other managers as part of a collaborative team to develop high standards across all departments.
- Commitment to, and an understanding of, the principles underpinning equality, diversity and inclusion, and environmental responsibility.
- Excellent IT skills – particularly Microsoft Office & excel.
- Driving licence

Valid Disclosure and Barring (DBS) certificate is a requirement – or being willing to undergo an enhanced DBS check (At Landmark's expense) if a job offer is made subject to this being obtained.

The job description for this position may be reviewed and amended to incorporate the future needs of the department and organisation. This job description is intended

as a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and is subject to review.

The application process will be via a completed Application Form. We do not accept CVs. The Form should then be emailed to: as the subject line. The closing date for applications is midnight on 27<sup>th</sup> February 2023. Interviews will take place on week commencing 6<sup>th</sup> March 2023 either in-person or via video conferencing.